

Denby Dale Parish Council Small Grants Scheme



Guidance and support for applicants

The Small Grant Scheme runs throughout the year. Grants are considered monthly at Full Council meetings (as per our calendar), or four times a year at the Finance Committee meetings. Grants must meet the Council's grant criteria which are set out below and applications must be made on the Parish Council's application form. Application forms will be available from the beginning of April and will be posted on request or copies can be downloaded from the Parish Council's website. All applications must be accompanied by appropriate accounts or supporting financial information. **Forms and the supporting information must be returned to the Clerk of the Council by 4pm at least one week prior the Council Meeting.**

Who can apply?

- For all our grants we only fund activities in Denby Dale Parish, so your application must be for work that takes place within this area.
- Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations and charities operating in the Denby Dale area - where the benefit will be for this area alone.
- Groups that apply must have a governing document (constitution, rules, memorandum or articles of association etc.) unless they fall into the categories of a church or school.
- Groups must also have a bank account in their own name with at least two unrelated signatories.
- If your group does not have a bank account or does not have a written constitution you can apply by nominating a constituted community group to administer the funding on your behalf (with their agreement and a full set of accounts and bank statements provided). Alternatively, within the Kirklees District, Kirklees Council operates a grant access Point (GAP) registration scheme for clubs, charities and not for profit organisations to register for free. The scheme involves a diligence check on governance and key policy areas such as Health and Safety and Safeguarding. Financial procedures are also included in the check as well as insurance. For groups based within the parish (as well as the wider Kirklees District) a free funding portal is available for groups to register and search for alternative funding opportunities. You can find this portal by typing Kirklees 4 Community in your search engine.
- Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Denby Dale area where there will be obvious benefit to the local area. Applications are welcome from such organisations such as the Scouts who do not routinely receive central funding.
- The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.
- No grant will be awarded to or for any commercial venture for private gain.

What can you apply for?

- Each application will be considered on its merit and the amount of the award will be at the discretion of the Parish Council but will not exceed £1000.
- You can apply for specific projects or activities, or for the costs of capital developments or equipment. This includes running costs as the Parish Council funds both revenue and capital expenditure.
- You must be able to explain what you will do with the grant, who will benefit and how you know the work will be effective. You should be clear about the outcomes of your project and be able to evidence them.
- Social enterprises with a good business plan can apply for startup or expansion funds, but we do not support general running costs. (e.g. staff costs, consumables etc)
- The Parish Council will give Grants to Churches providing that they can prove community value. Monies cannot be given for religious purposes.
- Grants will not be made retrospectively.
- The purpose for which the grant is made must be in the interest of the Denby Dale Parish area or any part of it or all or some of the inhabitants of the Denby Dale area which is defined by the boundaries of the Parish Council.
- The benefit to the area or inhabitants must be commensurate with the expenditure.
- The project for which funding is sought must not seek to duplicate or compete with an existing facility or compromise the viability of an existing facility.
- **Groups are required to provide one quote for purchases/items up to the value of £1,000.**

Environmental Remit

Denby Dale Parish Council resolves to amend its grant application forms for the addition of a section to consider the climate, environmental and sustainability impact of proposals as a part of the grant application process.

How will the application be assessed?

Applications are discussed at the Full Council Meetings which are open to the Public. If you wish to attend the meeting where your application is being discussed, please do and you will be therefore available to ask any question posed by individual Councillors.

Always remember that grant funding is about additionality. This means that without the grant from the Parish Council the activity would not have taken place. This will focus your mind to consider the measurable outcomes of the application if successful.

Applications are assessed by the following criteria.

- How well the grant will meet the needs of the community, providing positive benefit to the inhabitants.
- How effectively the group will use the grant and within the time scale specified.
- Whether the costs are appropriate and realistic

- What level of contributions has been, or will be, raised locally. This is the matched funding if you are not applying for the full cost of the project.
- Whether the organisation or group could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
- How the organisation or group is managed, as indicated by the constitution.

NB: if your group has substantial reserves more than what you are applying for, you must provide an explanation for this.

What happens if you are successful?

- We will write to you to confirm the grant has been approved and to confirm the amount of money agreed.
- When you accept an offer of a grant, you agree to our terms and conditions.
- We pay grants by bank transfer so all bank details must be correctly submitted.
- You must send us copies of paid invoices made out in your organisation's name to claim the grant money. (Note the invoice should be dated after the date the grant was approved – we don't fund retrospective projects)
- All grant recipients are required to provide the Parish Council with a brief report, including photographs, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within two months of the purchase of the capital equipment or completion of the project. You will be reminded of this obligation by a Councillor with this responsibility within this deadline.
- Recognition of the grant from Denby Dale Parish Council must be made in any publicity, we can send the parish council logo in various formats to assist with this.
- If the grant is put to purposes other than those for which it was awarded without the prior approval of the Parish Council, the recipient organisation or group will be required to repay the grant to the Parish Council in full. This is known legally as grant claw-back as all grant monies must be spent as per the application.

Finally good luck with your project, we hope that it will be successful and further benefit the Community that Denby Dale Parish Council serves.

Draft Small Grants Policy
Denby Dale Parish Council March 2024